

Standard: <i>Document Review Form</i>	
Issue Date: December 1, 2000	Standard ID: <i>S-GP-120</i>
Supersedes: August 11, 2000	Rev/Change: 1.1

1. Purpose:

To record results of document technical reviews for final delivery.

2. Creating Procedures:

P-GP-040 Document Review

3. Contents:

- a) *Project ID*: the unique identifier of the project the review is for
- b) *Prepared By*: the name of the person creating the document review form
- c) *Due Date*: the date document is due for delivery
- d) *Title*: the title of the document for review
- e) *Document #*: number as assigned
- f) *Designated Technical Reviewer*: name and title of individual to perform additional technical review. Designated by the originator.
- g) *Deliverable*: is the document a deliverable item
- h) *Issue*: check for original issue or if document is being revised
- i) *Reviewers*: name of the individual performing the review
- j) *Initials*: initials of the reviewer indicating that the review was performed
- k) *Date Received*: enter the date the document was passed to you
- l) *Date Fwd*: enter the date you forwarded to next person on the list
- m) *Comments*: note any questions, corrections, etc. You may actually mark up pages and note pages corrected in the comments section. Yellow “stickies” may also be used to indicate problem areas.
- n) *Disposition*: the reviewer indicates their opinion of how the document should be handled

4. Format:

Following Page

5. Notes:

This standard is not applicable for technical reports, trip reports or preliminary draft submissions. However, all submissions to the Government should go through an internal peer review and copies of the submitted documents should be forwarded to CM for control.

Document Review Form		Project ID: _____	
		Prepared By: _____	
Title: _____		Due Date: _____	
Designated Technical Reviewer: _____		Document #: _____	
		Issue: <input type="checkbox"/> Original <input type="checkbox"/> Revision	
Author/Originator: _____		Initials: _____	
Date Received: _____		Date Forwarded: _____	
Comments: _____			
Disposition: <input type="checkbox"/> Approve as is		<input type="checkbox"/> Approve with redlines <input type="checkbox"/> Reject	
Technical Reviewer: _____		Initials: _____	
Date Received: _____		Date Forwarded: _____	
Comments: _____			
Disposition: <input type="checkbox"/> Approve as is		<input type="checkbox"/> Approve with redlines <input type="checkbox"/> Reject	
Quality Assurance: _____		Initials: _____	
Date Received: _____		Date Forwarded: _____	
Comments: _____			
Disposition: <input type="checkbox"/> Approve as is		<input type="checkbox"/> Approve with redlines <input type="checkbox"/> Reject	
Author/Originator: _____		Initials: _____	
Date Received: _____		Date Forwarded: _____	
Comments: _____			
Disposition: <input type="checkbox"/> Approve as is		<input type="checkbox"/> Approve with redlines <input type="checkbox"/> Reject	
Project Manager: _____		Initials: _____	
Date Received: _____		Date Forwarded: _____	
Comments: _____			
Disposition: <input type="checkbox"/> Approve as is		<input type="checkbox"/> Approve with redlines <input type="checkbox"/> Reject	
Configuration Management: _____		Initials: _____	
Date Received: _____		Date Forwarded: _____	
Comments: _____			
Disposition: <input type="checkbox"/> Approve as is		<input type="checkbox"/> Approve with redlines <input type="checkbox"/> Reject	